



**STATE ASSESSORS BOARD
REGULAR MEETING MINUTES OF JANUARY 4, 2008
Bond Finance Board Room, Richard H. Austin Building
430 West Allegan Street, Lansing, Michigan**

CALL TO ORDER: The January 4, 2008 meeting of the State Assessors Board was called to order at 9:30 a.m. in the Bond Finance Board Room in the Richard H. Austin Building, 430 West Allegan Street, Lansing, Michigan.

ROLL CALL: Members present: Lisa A. Hobart, Chairperson
Henry O. Allen, Vice Chairperson
Maxine J. McClelland, Member
Frederick W. Morgan, Member
Raman A. Patel, Member

Staff present: David C. Lee, Executive Secretary

ELECTION OF OFFICERS FOR 2008: It was moved by Patel, seconded by Morgan, and unanimously approved for Hobart to continue to serve as Chairperson for 2008. It was moved by McClelland and seconded by Morgan for Allen to continue to serve as Vice Chairperson for 2008. Allen declined to continue to serve as Vice Chairperson. It was then moved by Hobart, seconded by McClelland, and unanimously approved for Patel to serve as Vice Chairperson for 2008.

APPROVAL OF MINUTES: It was moved by Patel, seconded by McClelland, and unanimously approved to adopt the regular meeting minutes of the December 21, 2007 meeting of the State Assessors Board as presented.

PUBLIC COMMENT: Mr. James Pitsch, Supervisor of Salem Township, Allegan County, addressed the Board. Mr. Pitsch commented on the assessing situation in the Township and requested authority from the Board for the Township Supervisor to be called the chief assessing officer of the Township. Mr. Pitsch also commented on the failure of the Township's assessor to appear before the State Tax Commission as ordered regarding the assessor's over-certification of value and stated the assessor also failed to attend Township Board meetings. Mr. Pitsch concluded by presenting documentation in support of his comments to the Board and asked that the Board follow its over-certification policy with regard to the Township's assessor.

CERTIFICATION LEVEL MATTERS: It was moved by Allen, seconded by Patel, and unanimously approved to grant the request of Mason County to waive the level 4 unit requirements for the County for 2007 and 2008 on the basis that a level 4 assessing officer has assumed responsibility for assessing the power plant property that causes the County to exceed the limits stated in the unit level requirements for level 4.

CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(b)(ii), 15.243(1)(d), and 15.243(1)(k) and the Open Meetings Act, MCL 15.267(2).) A motion was made by Morgan and seconded by McClelland to go into closed session. A roll call vote occurred: Hobart—yes, Allen—yes, McClelland—yes, Morgan—yes, and Patel—yes. The motion was unanimously approved.

A closed session was held and the following items were discussed by the Board:

1. Closed meeting minutes from December 21, 2007
2. Revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035
3. Revocation petition 07-0026
4. Revocation petition 07-0027
5. Revocation petition 07-0029
6. Revocation petition 07-0030
7. Revocation petition 07-0031
8. Revocation petition 07-0022
9. State Tax Commission referral from November 7, 2007
10. State Tax Commission referral from October 4, 2007
11. December 2007 examination results

A motion was made by McClelland and seconded by Patel to return to open session. A roll call vote occurred: Hobart—yes, Allen—yes, McClelland—yes, Morgan—yes, and Patel—yes. The motion was unanimously approved.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS:

1. It was moved by Patel, seconded by Allen, and unanimously approved to adopt the closed meeting minutes of December 21, 2007 as presented.
2. It was moved by Hobart to revoke the certification of the assessing officer named in revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035 and to direct the Executive Secretary to prepare an official revocation order for signatures at the Board's next meeting. The motion was not seconded and died for lack of support. It was moved by Allen and seconded by Morgan to suspend the certification of the assessing officer named in the petitions for one year and pending completion of the educational items listed in the April 24, 2007 letter to the assessing officer on behalf of the Board. Patel offered an amendment to the motion that the suspension last for at least three years and that the assessing officer be required to appear before the Board before the suspension is lifted. The amendment was not accepted and was withdrawn. The motion was approved by a vote of four to one, with McClelland voting against the motion.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS (Continued):

3. It was moved by Allen, seconded by Morgan, and unanimously approved for the assessing officer named in revocation petition 07-0026 to be required to submit a written plan to become and remain compliant with regard to the assessing officer's certification authority and for a letter of reprimand to be placed in the assessing officer's certification file for exceeding the assessing officer's certification authority in 2007.
4. It was moved by McClelland, seconded by Morgan, and unanimously approved for the assessing officer named in revocation petition 07-0027 to be required to submit a written plan to become and remain compliant with regard to the assessing officer's certification authority and for a letter of reprimand to be placed in the assessing officer's certification file for exceeding the assessing officer's certification authority in 2007.
5. It was moved by Patel, seconded by McClelland, and unanimously approved to ask the assessing officer named in revocation petition 07-0029 to respond in writing to the allegations contained in the petition.
6. It was moved by Morgan, seconded by Allen, and unanimously approved to ask the assessing officer named in revocation petition 07-0030 to respond in writing to the allegations contained in the petition.
7. It was moved by McClelland, seconded by Patel, and unanimously approved to ask the assessing officer named in revocation petition 07-0031 to respond in writing to the allegations contained in the petition.
8. It was moved by Allen, seconded by Patel, and unanimously approved to hold revocation petition 07-0022 in abeyance so that the other revocation petitions pending against the same assessing officer are handled simultaneously.
9. It was moved by Patel, seconded by McClelland, and unanimously approved to ask the assessing officer named in the State Tax Commission referral from November 7, 2007 to respond in writing to the referral.
10. It was moved by Patel, seconded by Allen, and unanimously approved to hold an informal revocation hearing for the assessing officer named in the State Tax Commission referral from October 4, 2007.
11. It was moved by Allen, seconded by Morgan, and unanimously approved to receive and file the examination results from December 2007.

COMMUNICATIONS: There were no communications.

MEETING RECESS: The meeting recessed at 11:15 a.m. The meeting reconvened at 11:30 a.m.

ROLL CALL: Members present: Lisa A. Hobart, Chairperson
Raman A. Patel, Vice Chairperson
Henry O. Allen, Member
Maxine J. McClelland, Member
Frederick W. Morgan, Member

Staff present: David C. Lee, Executive Secretary

OTHER BUSINESS: A goal-setting session for 2008 was held by the Board and the following items were discussed:

- Development of an equalization course requirement for level 3 certification as a substitute for the current Communication course requirement
- Review of the State Assessors Board fee structure/development of long-range financial planning for State Assessors Board programs and initiatives
- Collection by local units of the one percent administration fee
- Creation and implementation of three new mandatory six-hour renewal programs for use starting with the 2008-2009 renewal period on the subjects covered by the current renewal program (i.e., expansion of the existing three two-hour renewal segments into three separate six-hour renewal programs)
- Revision of level 1 and/or level 2 certification requirements
- Revision of State Assessors Board Course 1 and/or Course 2
- Development of on-line renewal options/discontinuance of traditional State Assessors Board renewal programs
- Creation and implementation of a system to check annually whether assessing officers have over-certified value
- Filling the open position within the State Assessors Board area
- Creation and implementation of a shared database containing the results and the status of State Tax Commission assessing practices investigations and State Assessors Board revocation proceedings
- Review of State Assessors Board meeting processes
- Development of a revocation policy for criminal conduct in assessment administration
- Implementation of the 2007-2008 certification renewal program
- Development and implementation of plans for State Assessors Board testing sites

ANNOUNCEMENTS:

1. An mailbox with an address of "State-Assessors-Board@Michigan.gov" has been created and placed on the Board's Web page to facilitate communication with assessing officers and other interested parties. Other improvements to the Board's Web page have been made as well.
2. The next meeting of the State Assessors Board is scheduled for February 22, 2008 at 9:30 a.m. in the first floor Bond Finance Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

ADJOURNMENT: It was moved by Morgan, seconded by McClelland, and unanimously approved to adjourn the meeting. The meeting adjourned at 12:50 p.m.

Date minutes typed: January 11, 2008

Date minutes approved: 2-22-08



Lisa A. Hobart, Chairperson